



Horsham District Council

Application for a Lawful Development Certificate for a Proposed Use or Development

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Harry

Surname

Anderson

Company Name

Muntham House School

Address

Address line 1

Muntham Drive

Address line 2

Barns Green

Address line 3

West Sussex

Town/City

Barns Green

County

Country

GB

Postcode

RH13 0NJ

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

☒ Yes

☐ No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

Our plan is to build a single story wooden building with a footprint of 95 square metres. The building will be constructed of wood and glass to remain in keeping with our other buildings in school.

This building is needed to educate our most complex autistic pupils, who cannot be educated within the main school. These pupils all need therapy on a daily basis and hence the building is planned to be located directly behind our Therapy centre.

The location of this building is to the rear of the school grounds alongside our sports hall and directly behind our Therapy centre.

The planned access is via steps at the front of the building and a ramp for disabled access.

Does the proposal consist of, or include, a change of use of the land or building(s)?

☒ Yes

☐ No

If Yes, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out

The building will be constructed on unused land within our school grounds, which has not been used by pupils or staff for the past 10 years. The school has extensive grounds of 23 acres and hence this building is not spoiling or taking away any area that is used or needed for our pupils.

The change is by adding a building to unused land.

No Machinery will be installed as part of this building and the hours the proposed use will be are school hours 9-4 Monday-Friday.

The building will be constructed by a local reputable company who have completed other buildings for the school previously.

If Yes, please fully describe the existing or the last known use, with the date when this use ceased

The school has been operational since 1953 and hence this area has been unused land for this period.

Has the proposal been started?

☒ Yes

☐ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

The proposed building will only use a very small area (90 Square metres) of our extensive school grounds.

The size of the building fits within the criteria for permitted development.

The only changes that we made from the original plan was to move the building back to avoid tree root sand a high voltage electirc cable.

Permitted development was provided for this building in May 2026.

The building is single story and is not overlooked by anybody as it is at the back of our school grounds.

The building is not taking away from any playing fields which are used by our pupils. The land used is just behind the tree line, which is unused land.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

Permitted development aproval provided May 2026. The issue is that our plan was submitted on DFE plans/diagram of teh school which was not up to date and did not include the Therapy centre.

I have paid for an up to date map of the school from UK planning maps, which I will submit.

Select the use class that relates to the existing or last use.

F1 - Learning and non-residential institutions

Information about the proposed use(s)

Select the use class that relates to the proposed use.

F1 - Learning and non-residential institutions

Is the proposed operation or use

☐ Permanent

☒ Temporary

If Temporary please give details

The building is a wooden building on stilts, with no concrete foundations are in place.

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

The proposed building is planned to be placed at the back of our school grounds, taking up a small area (95 square metres) of our extensive school grounds.

The area proposed is used grounds which have not been used by pupils for the past 10 years. The school has marked out Football pitches, rugby pitches and playing fields, which this building will not affect or encroach upon.

The building is single story and is constructed of wood and glass meaning it is in keeping with other new school buildings.

The building is not overlooked by anybody, it is located centrally within our school grounds. This location has been chosen to be away from all footpaths and is almost hidden at the back of the school.

This building is vital to ensure that the school can educate our most complex pupils close to the Therapy Centre where they can access their therapy sessions without disruption. The building provides a separate location/space for these complex autistic pupils to be educated safely without disruption. This will have a hugely positive impact on their education, mental health and will be life changing for these pupils.

This building will be used as part of the school's Outreach Therapy project, which provides therapy and counselling to Horsham primary and secondary schools at no cost. These sessions take place every Friday and during our school INSET days to provide those local children who need help from mainstream schools with specialist therapeutic support.

Muntham House School is the only SEN school in the country that provides this service. Horsham MP, John Milne is fully behind this project and is an advocate for the school and the Outreach work which we do. In January 2026 we were invited to Westminster to discuss the Therapy Hubs project with various MPs. The additional building will enable us to help even more children from local mainstream schools at no cost to the schools or the parents of these pupils. This is something which the school provides to support and help mainstream school across Horsham and West Sussex.

Community Infrastructure Levy

Your development may be liable for a charge under the Community Infrastructure Levy if it involves new or additional gross internal area for residential and non-residential buildings, including extensions or a new dwelling. If your scheme is liable, this charge is payable after development begins.

Information on the CIL charges can be found on the local authority website. In London both Mayoral and local borough CIL charges may be applicable.

Your answers below, and in the application, will enable the local authority to establish if your development is liable for a charge and to calculate it accurately.

Further information on CIL, and what to do if you are liable can be found on the [Planning Portal](#).

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

Liability for CIL

Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?

☐ Yes

☒ No

Note: Answer No if either:

- the new or additional internal area only relates to a building into which people do not normally go or only go into intermittently for the purposes of inspecting or maintaining fixed plant or machinery; or
- the new or additional internal area solely relates to an internal/mezzanine floor and no other works or change of use are proposed.

Does the application include creation of one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

☐ Yes

☒ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☐ Yes
☒ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☐ The agent
☐ The applicant
☒ Other person

If Other has been selected, please provide contact details:

Title

***** REDACTED *****

First name

***** REDACTED *****

Surname

***** REDACTED *****

Phone Number

***** REDACTED *****

Email

***** REDACTED *****

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☒ Yes
☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PE/26/0092

Date (must be pre-application submission)

22/05/2026

Permitted development was approved as per part 7, class M.

The confusion has occurred because the original application was submitted on DFE school plan which did not show the Therapy Centre on it which was constructed in 2019. I apologize sincerely for any inconvenience that this has caused however, it was a genuine mistake.

The building is still planned to be in the same area, just slightly further back still behind the Therapy centre but, avoiding tree roots of a long standing old Oak tree. The school cares for all of our trees and grounds, we currently hold the Gold level and platinum level Green Tree Award. The building also needed to be moved for Health and safety to avoid high voltage AC cable linking up our sub station with the sub station in Barns Green.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Interest in the Land

Please state the applicant's interest in the land

- ☒ Owner
- ☐ Lessee
- ☐ Occupier
- ☐ Other

Declaration

I/We hereby apply for Lawful development: Proposed use as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Harry Anderson

Date

26/08/2026